

Miami County Health Department

Guidelines for New Food Establishments

Note: Newly constructed Retail Food Establishments or those food establishments that have closed and are planning to be re-opened under new ownership, must obtain a valid food permit. In order to qualify for an annual food permit, the establishment must meet all food code requirements and be in compliance with applicable Fire Department, Building Department and Zoning Department Codes. The procedure to obtain a proper permit is outlined below.

1. **Submit Plans.** A full set of plans must be submitted to this Department prior to construction of a new establishment or remodeling of an existing building. (See “Plan Content Requirements” for content and specification requirements for submitted plans).
2. **Begin Building or Remodeling.** Once plans and complete menu are submitted and approved and all the proper permits have been acquired, you may begin construction.
3. **Schedule a Preliminary Inspection of the Establishment.** Contact the appropriate inspector to conduct a preliminary inspection anytime during the construction process, allowing at least two working days for scheduling. The inspection report will list any items that have yet to be addressed or corrected to bring the establishment into compliance with current Health Codes.
4. **Contact Fire , Building Departments and the municipality that you get your utilities from. Obtain Approval Signatures.** Qualification for an annual food permit is contingent upon the establishment meeting Building and Fire Department Codes. Therefore, before a final approval inspection can be scheduled with the Health Department, approval must be obtained from the Building, Fire Departments and municipality. Contact representatives from these departments for inspections of the establishment to ensure compliance. Once inspections have been performed and all code requirements met, approval signatures from the Building and Fire Department must be obtained on the “Sign –off” sheet. **Note:** If the food establishment is located within a Township Volunteer Fire Department response area, a fire department inspection may not be applicable, as not all volunteer departments have inspectors on staff.
5. **Submit the “Sign-Off” Sheet to the Health Department.** This “Sign-off” sheet, with proper signatures, must be submitted to the health department at least two working days prior to the date the final inspection is to take place. If the “sign-off” sheet is not received by the day before the final inspection, no inspection will take place or be scheduled until the Health Department receives documentation.
6. **Submit a Food Permit Application and Pay Fees.** The operator of the food establishment must submit an application for a food permit and pay all applicable fees. The Health Department must receive the application and fees before a final approval inspection will be scheduled.
7. **Schedule Final Approval Inspection.** Once all items as listed on the preliminary inspection have been completed, the food permit application and fees have been submitted, and the Building and Fire Department “sign-off” sheet has been received by the Health Department, a final inspection can be scheduled. Contact the inspector, allowing at least two working days for scheduling. If all health codes requirements are met, the establishment will be approved for an annual food establishment permit.